



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST

N8

13 January 2004

COMSC INSTRUCTION 7000.19A

Subj: DELEGATION OF AUTHORITY FOR FUNDS CERTIFICATION

Ref: (a) 31 USC Section 1301(a)
(b) 31 USC Section 1517
(c) Department of Defense (DoD) Financial Management Regulation (FMR)
7000.14-R

Encl: (1) Sample Delegation Letters

1. Purpose. To provide guidance relating to the delegation of authority for funds certification. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 7000.19.

3. Applicability. This instruction applies to all Military Sealift Command (MSC) Program Managers, Functional Directors, Special Assistants, Afloat Personnel Management Center (APMC), Area Commanders, and MSC Offices (MSCOs).

4. Definitions

a. Funds Certifiers. Persons identified, in writing, and set up within the MSC Financial Management System (FMS) as having responsibility for approving requisitions and thus committing funds.

b. Requisition Reviewers. Persons identified and set-up within FMS as having responsibility for reviewing all data entry for accuracy and ensuring bona fide need of goods or services requisitioned and leading to commitment of funds.

c. Requisitioners. Persons identified and set up within FMS as having responsibility for creating and forwarding FMS requisitions for approval.

13 January 2004

d. 31 USC 1301a. A Federal law which states that appropriations shall be used only for purpose for which the appropriations were made, except as otherwise provided by law.

e. 31 USC 1517. A Federal law which states in part that an officer or employee of the United States Government shall not make or authorize an expenditure, or obligation exceeding –

- (1) An apportionment; or
- (2) The amount otherwise permitted by regulations.

f. Multiple Year Contracts. Contracts whose fixed period for services extends beyond the current fiscal year or covers more than 1 year.

5. Policy. References (a) through (c) prescribe requirements for ensuring that the appropriate type of funds are used for the purpose designated/appropriated, and that the appropriations used are neither overobligated nor overexpended. FMS is the MSC official accounting system and is used to record all commitments (requisitions), obligations (purchase orders), and expenses (receipts). Therefore, to ensure compliance with stated references, the following requirements apply:

a. All available funds must be identified, controlled, and recorded in FMS from the time received through expenditure to the appropriate project or task.

b. All available funds must be identified with authorized purposes by account and period of availability for new requisitions and for the period of expenditure.

c. All special or recurring provisions and limitations on the commitment, obligation, and expenditure of funds, as identified on the funding documents, must be retained.

d. All requisitions must be reviewed to ensure that: (1) sufficient funds are available to cover the requisition amount; (2) use of funds is consistent with the authorized purpose, and (3) the requisition amount does not violate any special or recurring provision or limitation prior to approval and recording resultant commitment.

e. Particular care needs to be exercised to ensure that sufficient obligational or contractual authority is available to cover multiple year contracts at requisitioning to assure that obligation amounts ultimately entered into the accounting system reflect true Government liability as contained in the contract. Therefore, without exception, multiple-year contracts will be reviewed at HQ and approved by designated HQ Comptroller personnel.

6. Responsibilities

a. The Comptroller/Commanding Officer, as appropriate, will delegate funds certification authority in writing in his/her chain of command. Sample letters of delegation are provided at enclosure (1).

b. The Comptroller is the issuing/authorizing official for all funding documents, except those outlined in paragraph 7. Comptroller personnel authorized to act as Funds Certifiers and sign funding documents will be designated in writing. Delegation of authority for funds certification includes:

(1) Approving all requisitions within FMS.

(2) Signing all hard copy funding documents (i.e., NAVCOMPT 2275/2276/2276A, DD 448, etc.) and amendments thereto, which create or authorize commitments, obligations, and expenditure of funds.

c. Funds Certifiers shall ensure that:

(1) Funding documents are proper as to purpose, time and amount.

(2) Accounting classifications, including correct fiscal year(s), are cited and that the proposed use of funds does not violate any special or recurring statutory provisions or limitations on funds.

(3) All requisition documents are recorded promptly in the FMS.

(4) No document is approved that will commit funds in excess of the amounts authorized.

(5) Statements of work on the requisition are clear and concise, identifying the specific work to be accomplished and providing the necessary detail to ensure proper funding. Documents that require clarification are to be returned to the originator.

d. Funds Certifiers' supervisors shall ensure that:

(1) All Funds Certifiers are familiar with the requirements in paragraph 6c above.

(2) All Funds Certifiers, inclusive of those responsible for purchase cards, travel, and shipboard Operating Targets (OPTARs), receive fiduciary training at least annually.

13 January 2004

e. Requisition reviewers shall ensure that:

(1) Requisition data entry and functional aspects are correct and appropriate and a bona fide need for material or services exists.

(2) Specified document is correct, based on authority under which it is issued.

(3) Requisition data elements are correct, especially type, category, price, and quantity, project, task, expenditure type, and revision code.

(4) Following up to assure acceptance copies are returned timely.

(5) Non-SPS purchase orders are autocreated within FMS promptly upon receipt of the acceptance copy of the funding document.

7. Exceptions. Neither reference (a) or (b) responsibilities are delegated by the Comptroller/Commanding Officer for purchase cards, travel, or shipboard requisitions.

a. Purchase Cards. For purchase cards, the MSC Program Coordinator will provide delegation of authority. Purchase cards are used to purchase goods and services of relatively small dollar amounts and all purchase cardholders receive mandatory training. The ultimate responsibility for purchases being proper is with the cardholder.

b. Travel. Travel usually involves relatively small dollar amounts. The Requesting/ Approving Official of the traveling employee is ultimately responsible for ensuring travel is only performed for authorized purposes and within authorized travel funds.

c. Shipboard Requisitions. In the case of shipboard requisitions, neither the 1301(a) nor 1517 responsibility is delegated. The responsible Comptroller's personnel will only issue OPTARs for such requisitions, when adequate administrative controls are in place. Generally, OPTARs will only be issued for items involving insignificant dollar amounts and/or for items procured from other Government agencies. The Comptroller will issue OPTARs to individuals authorized to issue/sign travel documents and initiate shipboard requisitions.

8. Action. Adhere to the policy/procedures contained herein.

9. Effective Date. This instruction is effective immediately.

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D. A. LOEWER
Vice Commander

Distribution:
COMSCINST 5215.5
List I (Case A, B, C)
SNDL 41B (MSC Area Commanders)
41D (MSC Offices)
41E (APMC)

COMSCINST 7000.19A
13 January 2004

SAMPE DELEGATION LETTER



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

7000
Ser N83/ **00118**
17 September 2003

MEMORANDUM FOR COMMANDER, MSC ATLANTIC
COMMANDER, MSC PACIFIC
COMMANDER, MSC EUROPE
COMMANDER, MSC FAR EAST
COMMANDER, MSC CENTRAL COMMAND
DESIGNATED AGENTS FOR COMPTROLLER, MSC

Subj: DELEGATION OF AGENCY AUTHORITY FOR FUNDS CERTIFICATION

Ref: (a) COMSCINST 7000.19A

Encl: (1) Designated Agents for Comptroller, MSC

1. Commander, Military Sealift Command, designated Comptroller, MSC, responsibility for all funds currently and subsequently allocated to MSC. Commanding officers, including MSC field commanders, have this responsibility for funds allocated or authorized to them by virtue of their position.
2. Enclosure (1) is a list of individuals whom I authorize specifically and by name to act as agents by direction on my behalf for purposes of financial and program control, jurisdiction, and responsibility for funds under their respective cognizance. The particular agent in his or her own name shall sign, electronically or manually, each and every document he or she executes that authorizes or creates obligations. Each electronic signature is by direction of the Comptroller, MSC by virtue of this delegation of authority. Any manual signature shall include the words "By direction of the Comptroller, MSC" below that signature. Each of these agents shall comply with the reference and all applicable rules and regulations, including 31 USC 1301 and 1517.
3. Commanders of MSC field commands have a similar power to designate agents for this purpose. The funds authorized to Commanders of MSC Field commands are issued for indirect (i.e., overhead) costs incurred for reimbursable and non-reimbursable activity.

O. R. Acle

O. R. ACLE
By direction

Enclosure (1)

13 January 2004

DESIGNATED AGENTS FOR COMPTROLLER, MSC

In accordance with the guidance provided in COMSCINST 7000.19A, the following individuals are identified as Fund Certifiers for MSC as described in above referenced COMSC instruction. The funds authorized by this delegation are funds issued for direct costs incurred for reimbursable and non-reimbursable activity.

MSC EUROPE

Lee McCray	Comptroller	N8
Phyllis Lapaglia	Accounting Officer	N8
Nancy Alfaro	Budget Officer	N8

MSC CENTRAL

Jeanie Foster	Comptroller	N8
Tanya Shaw	Financial Assistant	N8

MSC FAR EAST

Doris Hughes	Comptroller	N8
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MSC EAST

David Laden	Budget Analyst	PM1
Theresa Germanovich	Budget Analyst	PM21
Robert Simmons	Budget Analyst	N8
Harry Ramsey	Budget Analyst	APMC
Denise Maurer	Budget Analyst	APMC
Helen Hawk	Budget Analyst	PM22

MSC WEST

Betty Hixson	Budget Analyst	N8
Hazel Snell	Budget Analyst	N8
Joyce Jurkowski	Comptroller	N8
Shelby Gifford	Budget Officer	N8

COMSCINST 7000.19A
13 January 2004



DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND ATLANTIC
1959 MORRIS ST SUITE 110
NORFOLK VA 23511-3496

REFER TO:

7000
Ser N8/00945
07 October 2003

From: Commander, Military Sealift Command, Atlantic
To: Ms. Carolyn Winslow

Subj: DELEGATION OF AGENCY AUTHORITY FOR FUNDS CERTIFICATION

Ref: (a) COMSCINST 7000.19A

1. Commander, Military Sealift Command, Atlantic, (COMSCLANT) has responsibility for all funds allocated or authorized to COMSCLANT. The funds authorized to COMSCLANT are issued for indirect (e.g., overhead) costs incurred for reimbursable and nonreimbursable activity. You are hereby authorized specifically and by name to act as our agent by direction, on my behalf for purposes of financial and program control, jurisdiction and responsibility for funds under your respective cognizance. You are required to sign in your own name, electronically or manually, each and every document you execute that authorizes or creates an obligation. Each electronic signature is by direction of the Commander, MSCLANT by virtue of this delegation of authority. Any manual signature shall include the words "By direction of the Commander, MSCLANT" below that signature. By virtue of this designation, you shall comply with reference (a) and all applicable rules and regulations, including 31 U.S.C. 1301 and 1517.

Ipai Bills
IPAI BILLS
By direction